



ANNUAL FUND AND DATABASE MANAGER | FULL TIME

ABOUT

The Las Vegas Philharmonic (LV Phil) is in its 22nd season and has established itself among the nation's leading regional orchestras. The LV Phil believes music is essential to a strong community committed to providing a wide array of programming both in-person and digital that enhances the lives of our residents and culture of our city. The mission is to inspire a lifelong appreciation of music through performances and educational experiences for the community.

POSITION RESPONSIBILITIES

Database Management

The LV Phil seeks an organized, detailed and deadline-oriented individual to manage Patron Manager, the donor management system. This position is responsible for data structure, supervision, data retrieval, report customization and analysis, policies and procedures, security, and data entry quality control, under the supervision of the Executive Director.

- Maintain the overall quality and integrity of the Patron Manager database, including working with the Patron Manager's Service Team to troubleshoot problems, and staying current with system updates.
- Maintain highly accurate and current donor data that effectively tracks key information, cultivation activities and histories, and solicitation and reporting calendars.
- Work with the Executive Director to establish and maintain best practices and procedures.
- Prepare monthly revenue reports, weekly report recaps, and reports for the Executive Director, the Chair of the Development Committee, and the President of the Board of Trustees.
- Create and generate various financial and dashboard reports for the Accounting Department, Executive, and other senior staff.
- Query and pull data reports as requested for Executive Director, and Finance Department as needed.
- Enter all donations and correspondences, upload donor documentation as needed.
- Generate timely acknowledgement letters to donors (within 48 hours of receipt).
- Maintain a strict code of confidentiality.
- Manage tracking of monthly revenue and reconcile gifts and pledges with accounting dept.
- Assist Executive Director in budget reporting and development.

Annual Fund Management

Under the guidance and supervision of the Executive Director, the Annual Fund Manager will have primary responsibility for implementing successful annual fund appeals and any related campaigns and

appeals. This position will lead the development of a base of support among individual donors and develop philanthropic strategies to retain their support.

- Work with the Executive Director to strategize, write and send out 3-4 direct mail appeals annually.
- Develop a donor cultivation campaign plan.
- Refresh and send out thank you correspondence to donors resulting from each appeal.
- Track and send out timely pledge reminders to individual donors with pledges.
- Strategize and implement stewardship and cultivation strategies for individual donors.
- Identify individual donors who are candidates for Major Gift cultivation.
- Identify and implement retention strategies for individual donors.

Other

- Participate in staff meetings, training and other activities as directed.
- Place orders with printers and other vendors for annual fund appeals and marketing as needed.
- Provide administrative support to the LV Phil office
- Serve as the department liaison to administration, operations, and development committee relations as well as serve as a staff liaison for fundraising events, including developing mailing lists, guest lists, and follow up recognition and solicitation.
- Other duties as assigned.

Required Skills and Qualifications

- Bachelor's Degree with two to three years of relevant experience in fundraising.
- Minimum of 2-year nonprofit work experience.
- Proven experience with data entry and analysis, reporting and some project management.
- Knowledge of Patron Manager or similar donor software database.
- Organized and detail oriented.
- Ability to interact with stakeholders in a manner that further promotes affinity for the LV Phil.
- Capable of establishing and institutionalizing donor database best practices.
- Knowledge of and ability to create fundraising reports.
- A self-starter with the ability to take initiative, work independently, and be accountable.
- Ability to learn new skills, techniques, and ways to accomplish projects and goals.
- Ability to initiate projects, be flexible, and work within a team environment.
- Ability of prioritize appropriately when facing multiple responsibilities and tasks.
- Ability to communicate effectively, both written and oral.
- Ability to work with diverse groups of people.

SUPERVISOR

Executive Director

WORKING ENVIRONMENT

Responsibilities may involve some flexible scheduling and work beyond the regularly scheduled workday; may include occasional evenings and weekends.

This position is full-time exempt, with a competitive salary that is commensurate with experience. Compensation includes a benefits package with medical, dental, vision and a 403 (B) retirement plan.

The LV Phil is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.

FOR CONSIDERATION, PLEASE SEND THE FOLLOWING:

- Cover letter: Must include position desired and salary requirements
- Updated Resume

Applications missing the above information will not be considered.

When submitting your application online, please save your documents as Microsoft Word (.doc, .docx) or PDF (.pdf) files and send it to Executive Director | Las Vegas Philharmonic: anne@lvphil.com (email only)